

City of Hollister  
**DEVELOPMENT SERVICES DEPARTMENT**  
375 Fifth Street  
Hollister, CA 95023

(831) 636-4360    Fax (831) 636-4364

**SITE PLAN GUIDELINES AND REQUIREMENTS**

**Please read and follow these guidelines carefully**

Please prepare fifteen (15) sets of plans, one application and other required information listed below and return them to the Development Services Department office. The checklist provided is intended to aid applicants in providing the required information to determine the completeness of your application. Plans that do not provide all of the necessary data from the checklist, in the required order, will be considered incomplete and be returned for revision. Applications will only be accepted for processing if they are complete and consist of the following:

Application may be subject to the following maps:

- 1.) FEMA Flood Zones
- 2.) Special Study Seismic Zone
- 3.) Zoning District Map
- 4.) Land Use and General Plan Designation
- 5.) Airport Land Use Compatibility Plan
- 6.) Relative Liquefaction Susceptibility Map
- 7.) Agriculture, San Benito County Important Farmland 2004
- 8.) Historic Resources Map

**DEVELOPMENT PLAN SET**

- ☐ All sheets shall be drawn on 24" x 36" paper and folded to approximately 10" x 12".
- ☐ All sheets shall be numbered in proper sequence and numbers located on the lower right hand side of each page
- ☐ All sheets shall be dated
- ☐ All plans shall be drawn to scale

**SHEET #1    TITLE SHEET**

- ☐ Applicant(s) and property owner(s) name, address, phone number and e-mail address
- ☐ Name of project and description of proposed use
- ☐ Table of contents listing all plan set sheets, their content and page number
- ☐ All plans must be prepared, designed and signed by a design professional per the California Business and Professions Code or other applicable state law

## **SHEET #2      SITE PLAN**

*(may require more than one sheet labeled "Site Plan: to include the information listed below)*

- ❑ **DATA TABLE to include:**
  - Vicinity map and north arrow
  - Assessors parcel number(s)
  - Parcel(s) size
  - Zoning Designation
  - General Plan Designation
  - Proposed structure square footage
  - Existing structures on the parcel square footage
  - Proposed lot coverage calculation
  - Number of dwelling units/buildings
  - Total number of existing and proposed parking and loading spaces
  - Parking and loading spaces dimensions
  - Total number of ADA parking spaces
  - Percentage of landscaping on the project site
  - Percentage of open space on the project site
  - Commercial and Industrial Projects
    - Existing and projected number of employee's and company vehicles
    - Days and hours of operations
    - Location of retail sales area
    - Location of all material storage areas
    - A complete description of the type of existing or proposed Commercial/Industrial operation at the project site, including all materials to be used and/or stored on-site as well as description of any operations which may involve the use of hazardous materials and/or the generation of air contaminants.
  - Is the project within a flood zone as depicted on the April 16, 2009 Flood Insurance Rate Map?
  - Is the project within a Seismic Special Studies Zone?
- ❑ All project site property lines including dimensions
- ❑ All required setback distances
- ❑ Location and dimensions of all walkways and driveways including materials
- ❑ Use of adjacent properties within 100 feet of the project site
- ❑ All existing and proposed buildings, structures and their proposed uses, including the proposed removal of any building (information should be clearly identified on the site plans)
- ❑ General Pedestrian, Bicycle and Parking Regulations
- ❑ Circulation Plan. A circulation plan for vehicular and pedestrian access and parking facilities shall be required for new development, a building addition(s) or a change of use that the Engineering Department determines substantially increases the off-street parking requirement. The plan shall include the following:
  - Parking Facilities as required in Chapter 17.18 of Zoning Ordinance No. 1038.
  - A shaded (deciduous trees are acceptable) pedestrian path with an American with Disabilities Act (ADA) accessible paving surface that contrasts with and can be clearly distinguished from paved areas for vehicles. Paint shall not be allowed to provide contrast. The pedestrian paths shall be separated from

- internal roads and parking aisles with landscaping, building orientation or other strategies.
- Pedestrian paths shall be designed to provide a continuous series of connections between sidewalks, buildings and adjoining properties. The plans shall show a minimum of one pedestrian path per street frontage and one path for every three parking aisles. Crossings through internal roads shall have contrasting paving (paint shall not be used for contrast).
- The circulation plan shall incorporate any approved Bicycle and Pedestrian Master Plan or guidelines adopted to implement the City of Hollister General Plan policies and programs for multi-modal access.
- All paved surfaces shall provide a continuous smooth, vibration-free surface that complies with ADA requirements and ensures safe access for bicycles.
- On site signs shall have a minimum clearance of eight feet between the sign and the ground.
- All on-site grates and similar storm water facilities shall be suitable for crossing on a bicycle.
- Transit facilities based on consultation with the San Benito County Local Transportation Authority.
- Outdoor seating shall be integrated into the plan with a variety of strategies including raised planters and/or fountains with seating and benches that are designed to deter the use of skateboards.
- Proposed on-site parking (garages, carports), loading and circulation areas
- ADA access areas such as parking, ramps and walkways
- Location of all wheel stops
- Aisle width
- All existing public and private easements for utility, drainage, sewer, parking access or other purposes
- Street Alleys
  - Location, name, centerline and right-of-way width for all existing and proposed streets and alleys
  - Fully dimensioned public right-of-way improvements showing accurate locations for existing and proposed facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island, project driveways, bus stops, drainage inlets and manholes
  - Typical section for all proposed street improvements
  - Approximate existing and proposed street grades
  - Spot elevations at intersections and key points
  - Widths offered for dedication
  - Location and dimensions of all existing and proposed easements
- Utility Services
  - Location of existing and proposed utilities in the public right of way and how they will serve the site including:
    - Sanitary Sewer
    - Storm Drainage
    - Water Lines
    - Electricity
    - Man Holes
    - Water Valves
    - Fire Hydrants

- Drainage Structures
- Street Lights
- Location of existing and proposed on-site lighting fixtures

### **SHEET #3 BUILDING ELEVATION**

- Dimensioned elevation of all exterior walls (photographs may be substituted for existing elevations to remain unchanged) labeled North, South, East and West
- Elevations of any proposed parking structures such as garages or carports
- Type of roof, wall and trim materials, colors and textures such as wood, siding, stucco, brick, metal, tilt up building or other materials
- Attached and detached signs, details, designs and locations
- Changes or additions to existing buildings or materials clearly identified

### **SHEET #4 FLOOR PLANS**

- Total floor area
- Building footprint
- Total square footage of retail sales area
- Label uses of all proposed and existing rooms/sections (i.e. office, commercial space)

### **SHEET #5 GRADING AND DRAINAGE PLAN**

- The applicant is advised that site development and design shall comply with all applicable requirements listed under municipal code 15.24 "Grading and Best Management Practices Control" and municipal code 17.16.140 "Stormwater Management", and all subsequent amendments to those codes.
- The applicant is advised that the development and design shall comply with all applicable requirements listed under the city adopted California Stormwater Quality Association (CASQA) Stormwater Best Management Practice Guidance Manual for storm water runoff prevention

A preliminary grading and drainage plan which includes the following:

- Topography with pad elevations for the site and all property within 50 feet
- A complete schematic of the proposed drainage system including spot elevations in the parking areas which demonstrate proper conveyance of storm water runoff to catch basins or other fixtures
- Spot elevation which demonstrates proper conveyance of storm drains (NOTE: Surface runoff over public sidewalks is prohibited)
- Location and elevation of all in-lot catch basins
- All downspout locations
- Proposed roof-peak line and slope
- Finish floor elevation(s)
- Building pad elevation(s)

# **FINAL STORMWATER BMP CONTROL PLAN CHECKLIST**

*General information needed for plan submittal; additional information may be required.*

## **Contents of Plan**

1. Drainage calculations which demonstrate that post-development runoff rate and volume will not exceed 85% pre-development runoff rate and volume.
2. Entire site divided into separate drainage areas, with each area identified as self-retaining (zero-discharge), self-treating, or draining to a bioretention facility.
3. Description of the vegetative measures that are used such as the types of seeds, fertilizer, and fertilizer application rate.
4. The type, location and extent of pre-existing and undisturbed vegetation types as well as a schedule for maintenance and upkeep.
5. Submitted estimate of implementation costs for final sediment and erosion control.
6. Existing natural hydrologic features (depressions, watercourses, relatively undisturbed areas) and significant natural resources.
7. Soil types and depth to groundwater.
8. Existing and proposed site drainage network as well as off-site drainage connections.
9. Proposed design features and surface treatments used to minimize imperviousness.
10. For each drainage area, types of impervious area proposed (roof, plaza/sidewalk, and streets/parking) and the area of each.
11. Proposed locations, infiltration sizes, treatment, and/or flow-control facilities.
12. Potential pollutant source areas including: loading docks, food service areas, refuse areas, outdoor process and storage, vehicle cleaning, repair or maintenance, fuel dispensing, equipment washing, etc.

## **Contents of Report**

1. Narrative analysis or description of site features and conditions that constrain, or provide opportunities for, stormwater control.
2. Narrative description of site design characteristics that protect natural resources.
3. Narrative descriptions and/or tabulation of site design characteristics, building features, and pavement selections that reduce imperviousness of the site.
4. Tabulation of proposed pervious and impervious area, showing self-treating areas, self-retaining areas, areas draining to self-retaining areas, and areas tributary to each bioretention

## **SHEET #6 DETAILS**

- ❑ Details for proposed fences, walls, trash enclosures and lighting
- ❑ Details for any atypical building features

## **SHEET #7 LANDSCAPE PLAN**

- ❑ Existing and proposed landscaping
- ❑ Percentage of total landscaping on project site
- ❑ Location, size and identification of each tree, shrub, ground cover and other landscape features including species and common name
- ❑ Location, size and materials for all existing and proposed refuse areas
- ❑ Location, size and materials for all existing and proposed fences
- ❑ Location of existing and proposed walkways, driveways, fences, pool, ponds, water features, retaining walls
- ❑ Typical details of ground cover, shrub and tree irrigation installations (Landscape Application Package requirement)
- ❑ Automatic underground irrigation system for all landscape areas, including breaker valve type and size and sprinkler locations with approximate coverage (Landscape Application Package requirement)

## **OTHER REQUIREMENTS**

- ❑ One copy of a recent **Preliminary Title Reports** which identifies property owner and has a legal description of the project site
- ❑ **Three hundred (300) foot notices** of property owners within 300 feet of the project site. Notices shall be the latest and updated list from the County Assessor's Office roles to include property owner's name, mailing address and assessors parcel numbers. Pre-labeled and stamped envelopes with these property owners names, mailing addresses and assessor's parcel numbers shall also be included, along with a parcel map identifying those properties within 300 feet of the project site.

Applications and plan sets which do not included all of the required information  
and are not in the required order, will be considered incomplete.  
If you have any questions, please call (831) 636-4360.



CITY OF HOLLISTER  
DEVELOPMENT SERVICES DEPARTMENT  
375 FIFTH STREET  
HOLLISTER, CA 95023  
831-636-4360 831-636-4364 FAX

**DEVELOPMENT PROJECT APPLICATION**

**PLEASE READ AND  
COMPLETE THIS APPLICATION FORM  
CAREFULLY**

**THIS APPLICATION IS FOR (CHECK THE APPROPRIATE BOX):**

Conditional Use Permit	Variance	Secondary Unit
Site & Architectural Review	Planned Development	Rezoning
Administrative Permit Review	General Plan Amendment	Other
Minor Subdivision	Major Subdivision	
Pre-zoning	Annexation	

**1. Applicant(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**2. Property Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**3. Property Location:** \_\_\_\_\_

**4. Assessor Parcel Number(s):** \_\_\_\_\_

5. Size of Property (acres or square feet): \_\_\_\_\_

6. Zoning District: Present: \_\_\_\_\_ Proposed (if applicable): \_\_\_\_\_

7. General Plan Designation: \_\_\_\_\_

8. Describe the proposed project: \_\_\_\_\_

9. **Variances Only:** Describe the purpose of the variances proposed. (Note: The proposed variance must conform to required variance findings of the Zoning Ordinance)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **General Plan Amendments Only:** Describe the purpose of the proposed amendment.  
(use extra sheets, if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. Pre-zoning and Annexations Only:**

Is the property contiguous to existing City limits? \_\_\_\_\_

What is the area of the subject parcel(s) \_\_\_\_\_ acres.

County General Plan Designation \_\_\_\_\_ County Zoning District \_\_\_\_\_

Proposed City Zoning \_\_\_\_\_ City General Plan \_\_\_\_\_

Is the property within the City's Sphere of Influence? \_\_\_\_\_

Is the property within the City's Urban Service Area? \_\_\_\_\_

Number of existing dwellings \_\_\_\_\_

**12. Land Divisions Only:** Type of Subdivision

Minor Subdivision \_\_\_\_\_ Major Subdivision \_\_\_\_\_

Number of Lots \_\_\_\_\_ Density \_\_\_\_\_ units per acre

Purpose of Subdivision \_\_\_\_\_ Sale \_\_\_\_\_ Lease \_\_\_\_\_ Financing \_\_\_\_\_ Other \_\_\_\_\_



**13. Industrial or Commercial Developments Only:**

Number of Employees \_\_\_\_\_ Days of Operation \_\_\_\_\_  
Hours of Operation \_\_\_\_\_ Number of loading Spaces \_\_\_\_\_  
Gross square footage of the proposed structure(s) \_\_\_\_\_  
Number of Parking Spaces \_\_\_\_\_ Lot Coverage \_\_\_\_\_ %  
Number of Handicap Spaces \_\_\_\_\_

**14. Residential Site & Architectural Review Applications Only:**

Duplex \_\_\_\_\_ Triplex \_\_\_\_\_ Apartment \_\_\_\_\_ number of units.  
Height of structure(s) \_\_\_\_\_ Gross square footage \_\_\_\_\_  
Lot Coverage \_\_\_\_\_ % Number of Parking Spaces \_\_\_\_\_  
Number of Handicap Spaces \_\_\_\_\_

**15. Present Use of Adjoining Properties:**

North \_\_\_\_\_ South \_\_\_\_\_  
East \_\_\_\_\_ West \_\_\_\_\_

**16. Contact List:**

Please list the name (applicant representative, engineer, architect, etc.) and e-mail address for each additional party who should receive a copy of the staff report prior to the Public Hearings. Copies will be sent electronically.

\_\_\_\_\_  
(Name) (E-mail)

\_\_\_\_\_  
(Name) (E-mail)

\_\_\_\_\_  
(Name) (E-mail)

\_\_\_\_\_  
(Name) (E-mail)

**17. Signatures.** Applicant and Property Owner must sign on page 7 and 8. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

Signatures of Applicant and Property Owner. Both signature lines must be signed, even if the applicant and property owner are the same.

**Applicant**

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Hollister, its Council, boards and commissions, officers, employees, volunteers and agents from any claim, action, or proceeding against the City of Hollister, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. The applicant's duty to defend, indemnify and hold harmless shall be subject to

the City promptly notifying the applicant of said claim, action or proceeding and the City's cooperation in the applicant's defense of said claims, actions or proceedings. The City of Hollister shall have the right to appear and defend its interests in any action through the City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or its outside counsel if the City chooses to appear and defend itself in the litigation.

Initial: \_\_\_\_\_

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Hollister.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Property owner**

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Hollister employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Architect/Engineer**

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Architect or Designer: \_\_\_\_\_ Date: \_\_\_\_\_

Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** In addition to City and other government agency requirements, many development areas, particularly residential areas, are regulated by private agreements and/or private easements. Applicants should check project property descriptions, including title reports, to determine if such private contractual agreements ("CC&Rs") or easement descriptions

impact the project proposal. The City's issuance of a building or development permit does not indicate conformance to these private agreements.

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**Staff Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees**

Application: \_\_\_\_\_

Environmental Review: \_\_\_\_\_

Other: \_\_\_\_\_

**Total:** \_\_\_\_\_

Application Number: \_\_\_\_\_

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**The Community Development Staff appreciates your effort to complete this application. If you have questions or comments, please contact our staff at (831) 636-4360.**